

.

Minimum Qualification Specifications
for the Class:

WASTEWATER OPERATOR TRAINING COORDINATOR
(WASTEWATER OPERATOR TRNG COORD)

Prerequisite Knowledge and Abilities Required:

Knowledge of: General knowledge of wastewater treatment plant operations and unit processes; principles, methods and techniques of training and staff development; methods of instruction; methods and techniques in the development of curricula and training aids; public speaking techniques; training and group communication principles, practices and techniques; and report writing.

Ability to: Plan, develop, coordinate, implement, and evaluate statewide wastewater operator training programs; efficiently and effectively carry out training activities within budgetary allotments; identify training needs; acquire, evaluate and adapt and/or develop training materials to meet curricular requirements; conduct training courses; read, comprehend and interpret complex written material; write clearly and effectively such material as reports, newsletters, memorandums of understanding, etc.; establish and maintain effective and cooperative working relationships with representatives of various public and private agencies; supervise the work of others; and speak effectively before groups.

Basic Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described under the Training/Education Experience, below, or any other progressively responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other

documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

General Experience: One (1) year of progressively responsible professional work experience which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem-solving methods and techniques, identify alternatives, use judgment in determining appropriate alternatives, and prepare clear and concise written reports and recommendations for action.

Training/Education Experience: Two and one-half (2-1/2) years of professional work experience which involved responsible participation in a program of training or education, as an instructor, or other comparable professional position; or work experience in a professional staff position associated with the administrative or managerial processes of such a program. Such experience must have involved and demonstrated knowledge of basic education or training methods and techniques, and the ability to communicate effectively, orally and in writing, including speaking before groups.

Wastewater Operations Experience: In addition to the experience requirements described above, either concurrently or separately, applicants must have training or other work experience which provided knowledge of wastewater treatment plant operations and unit processes such as pretreatment, primary clarification, secondary clarification, aeration digestion, disinfection, and sludge disposal. Such experience may have been gained in a professional or a technical capacity.

Supervisory Aptitude: Applicants must possess Supervisory Aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which

involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

1. Possession of a master's degree or thirty (30) graduate semester credits or its equivalent from an accredited college or university may be substituted for the General Experience.
2. A bachelor's degree in education or professional diploma in education from an accredited college or university may be substituted for one-half (1/2) year of the Training/Education Experience.
3. Possession of a master's degree in education from an accredited college or university which provided knowledge of education and training methods and techniques may be substituted for the General Experience or one (1) year of the Training/Education Experience.
4. Possession of a Ph.D. degree in education from an accredited college or university which provided knowledge of education and training methods and techniques may be substituted for one and one-half (1-1/2) years of the Training/Education Experience.
5. A full-time teaching internship of at least one semester which involved developing educational lesson plans, providing instruction to students, assessing students' progress and modifying educational plans to address level of students' progress may be substituted for the Training/Education Experience on the basis of one semester of full-time post-baccalaureate internship for one-half (1/2) year of Training/Education Experience, provided that such experience involved and demonstrated knowledge of education and training methods and techniques.

6. Excess Training/Education Experience may be substituted for the General Experience on a month-for-month basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

- - - - -

This is the first minimum qualification specification for the new class WASTEWATER OPERATOR TRAINING COORDINATOR (WASTEWATER OPERATOR TRNG COORD).

DATE APPROVED: _____
JAMES H. TAKUSHI
Director of Human Resources Development